

10 February 1954

MEMORANDUM FOR: Chief of Logistics

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SUBJECT: Transfer of Activities from the General Services Office
to the Office of Logistics

Pursuant to CIA [] dated 8 February 1954,
the following activities are being transferred to the Office of
Logistics effective 15 February 1954:

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1. Space, Maintenance and Facilities Division
2. Printing Advisory Staff
3. Printing and Reproduction Division
4. Physical Security Officer, GSO
5. Mail Control Section

Pertinent information regarding each of the above is discussed below
and appropriate attachments are included herewith as indicated.

1. Space, Maintenance and Facilities Division

a. The table of organization for this activity, incumbent
personnel, personnel in-process and those positions closed under
the existing personnel ceiling are listed on Appendix A.

b. A copy of the 1954-1955 budget is attached as Appendix
B. Two allotment accounts presently exist under this Division,
i.e., Space, Maintenance and Facilities (No. 4-6612-20), and
Telephone Services (No. 4-6615-20). The total sums allotted
for Fiscal Year 1954 to date and the obligations and unobligated
balances as of 28 January 1954 are as follows:

Object Class	Allotment (FY 54)	Allotment (thru 3rd Qtr.)	Obligations (as of 1-28-54)	Unobligated Balance (as of 1-28-54)
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Allotment Account No. 4-6612-20 Vouchered:

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c. Attached as Appendix C is a list of the buildings currently assigned to CIA by Public Buildings Service, GSA, and those for which commitments for assignment have been obtained by this office are indicated by an asterisk (*). The total space assigned and to be assigned is in the amount of [] square feet. On the basis of presently known requirements, this space is adequate to meet such requirements without any additional acquisitions. There are problems connected with certain of these buildings which will be discussed below:

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(1) []

It is proposed that this building should be released to Public Buildings Service as soon as possible for cancellation of the covering lease. It has been proposed to investigate the possibility of relocation of the TSS activity now in this building in the [] building. If this is not possible, other arrangements, of necessity, would have to be made.

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(2) West Outbuilding

The Project Review Committee approved the expenditure of \$387,041.29 for this project on 2 December 1953. Plans and specifications are now in process of preparation and are nearly completed. Upon completion of the renovation of this building, it is planned that the TSS activity now in Quarters Eye will be relocated in West Outbuilding.

(3) Barton Hall

This building will be assigned to CIA on or about 15 February 1954 and contains approximately 57,000 square feet of space. OSI will be assigned approximately 39,000 square feet of space in the building and will be relocated therein from "g" and "h" buildings. The balance of the space was planned to be used either for the relocation of the Office of Operations (approximately 1,100 square feet) and the Contact Division, OO (approximately 14,000 square feet), or the relocation of the Western Hemisphere Division from Quarters Eye (approximately 11,000 square feet) in this building.

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(4) []

There is a possibility that the Public Buildings Service, GSA, may request CIA to vacate approximately 23,932 square feet of space now assigned to CIA in this building. If the vacating of this building is necessary, equivalent space in another location will be assigned by PBS to CIA.

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(5) [redacted]

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On or about 1 August 1954, the lease covering this building should be cancelled. However, this cancellation is subject to the completion of the construction of the new Records Center, which is under the supervision of your Office [redacted] and the disposition of the [redacted] containing approximately 20,000 square feet of space, which is the property of the U. S. Government and erected on leased land. [redacted] have discussed this matter. The disposition of [redacted] will have to be handled through Public Buildings Service, GSA.

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d. The reassignment of space and the moving of activities from their present locations is in accordance with a staff study dated 2 June 1953, copy of which is attached as Appendix D. These moves are approximately twenty-five per cent complete. The status of each is well known to [redacted] and will be explained to [redacted] and others at your convenience. It is expected that the moving of all activities will not be completed until sometime in the fall of this year, as the completion of the West Outbuilding will delay certain space adjustments which had been planned to be made.

e. Attached as Appendix E is a proposed organization for this Division for the sake of convenience in dealing with Public Buildings Service and for greater attention to problems, in particular the Monument Group, the State Group, and numerous external PBS Groups which provide maintenance for external buildings. This method of operation had to be resorted to in order to obtain such concentration and to bring about effective results.

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f. The staff of this Division, particularly [redacted] are extremely well qualified for their positions based on their past experience and background.

2. Printing Advisory Staff

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a. This staff, headed by [redacted], has been extremely effective in bringing about substantial dollar savings and efficiency in production in the review of Agency printing and reproduction problems.

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b. [redacted] is now conducting a survey of the work of the Graphics Register, OGD. Also, certain investigations and experimental activity are being conducted in connection with the processing and reproduction of FI reports. An interim report of this survey has been completed, but a final report cannot be prepared for approximately six months as this is contingent upon results of present experiments. In addition, certain possible readjustments in connection with the FOD publications are under investigation which will permit more efficient production of these publications at lower cost. These matters I will explain to you personally in more detail.

25X1 c. An inventory has been taken of printing and reproduction equipment which is in use in the Agency outside of the Printing and Reproduction Division and TMS. This survey indicated that there was approximately \$263,000 worth of such equipment. In order to exercise the control of the procurement of such equipment, it will be necessary that a more complete survey be made and that, wherever possible, arrangements be made to centralize the reproduction equipment now available in convenient locations in order to avoid the procurement of additional equipment and to guarantee maximum utilization of presently owned equipment. [] is working on this problem as time permits, and I am sure that substantial benefits and economies in production and procurement of equipment can be realized.

25X1 d. For the future, it is planned that [] staff will continue in their review of Agency publications and reproduction problems in order to bring about effective controls, efficient production at lower cost, and to assist DD/P activities wherever possible in the planning of their field printing requirements.

25X1 e. I cannot commend [] too highly, as, in the short period that he has been employed by this Agency, he has been extremely effective in the performance of his responsibility, maintained excellent personal relationships and effected economies which will result in a saving of more than \$100,000 in my opinion. His continued efforts in the field to which he is now assigned is recommended.

f. The Printing Advisory Staff, in accordance with the above Notice, will become part of the Printing and Reproduction Division, and I strongly recommend to you that this organizational structure be continued.

3. Printing and Reproduction Division

25X1 a. Attached as Appendix F is a listing of the table of organization of this Division, incumbent personnel, and those in process. In total, the ceiling of this activity is [] positions. With the addition of two of the four positions now existing in the Printing Advisory Staff, as recommended in the OAM study on General Services functions, and the Physical Security Officer, GS-22, (occupied by [] presently in the Office of the Chief, General Services, the ceiling of the Printing and Reproduction Division will be increased to a total of []. In the Printing and Reproduction Division, there were [] personnel on duty (1 in Pool) and 13 in process as of 8 February 1954.

b. Attached as Appendix G is a recommended table of organization for this Division, inclusive of the Printing Advisory Staff and the Physical Security Officer formerly existing in the Office of the Chief, General Services. This table of organization has been under consideration for some time, and, in effecting certain procedures in the Printing and Reproduction plant in Alexandria, Virginia, it has been determined that this table of organization is essential to efficient management of this activity. It is recommended that the table of organization for this Division be changed in accordance with this proposal.

c. As you know, the Printing and Reproduction Division occupies approximately 54,000 square feet of space [redacted] which is under a CIA lease. The renovations and installations in this building cost approximately \$300,000. The equipment in the plant is valued in excess of \$600,000. The physical layout of this activity has been reviewed and checked by engineers who have commended the layout in terms of efficient production and control.

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d. This Division operates a facility in "Q" Building for the Office of Current Intelligence, consisting of six employees. The Assistant Director for Current Intelligence and others attached to that Office have commended this unit most highly for its production and cooperation.

e. This Division operates a facility in "K" Building for ID/P activities, but primarily in the field of reproducing FI reports. This unit consists of nineteen positions of which seventeen are filled, and tentative plans are in existence for its expansion. It is felt that through providing quick reproductions in this activity that better control on the procurement of additional reproduction equipment in the "I", "J", "K", and "L" Buildings area can be effected.

f. The budget for the Printing and Reproduction Division for Fiscal Years 1954-1955 is attached as Appendix H. The allotment account number of this Division is 4-6614-20 for which the total sum of [redacted] was made available for Fiscal Year 1954. The following is a breakdown showing the obligations and unobligated balances under this allotment account as of 28 January 1954:

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g. The [] located in the basement of South Building is producing the National Intelligence Studies on a reimbursable basis in accordance with an agreement with this Agency dated 27 November 1946. At present this activity is also producing the [] on a reimbursable basis. [] Production Specialist (Printing), GS-12, was placed in process under the Printing Advisory Staff for the purpose of supervising and acting as liaison in connection with this publication in order to maintain effective and efficient control of the printing phases of the NIS publication. [] has been fully cleared as of 5 February 1954 and is ready to be called in for duty. On several occasions in the past an attempt has been made to absorb the [] within OTA. However, the concurrence of the Joint Committee on Printing and the Atomic Energy Commission could not be obtained. If, however, the Director and the Deputy Director (Administration) will reconsider this matter, it is my opinion that a merger of this activity with the Printing and Reproduction Division in [] will result in very substantial dollar economies.

h. At the present time this Division does not have any overseas responsibilities. There is however one employee, Mr. [], who was sent to the Far East, and is now [] for the purpose of coordinating printing activities for the Far East area. The Technical Services Staff, UD/P, is assigned the function and responsibility for overseas printing and reproduction. There is a question in my mind as to whether there is a conflict in this area. I recommend that discussions be held with the Chief, Technical Services Staff, the Acting Deputy Director (Administration), and the Chief of Administration, DD/P, to resolve this question and arrive at a clear-cut understanding regarding future responsibility. You will also find that this will become a problem in connection with planning the career service of T&S personnel who are overseas and who may in the future desire to return to duty in headquarters. This problem will require special investigation in order to effect proper future planning.

i. The Office of Collection and Dissemination has been authorized to procure certain reproduction equipment and to establish a small reproduction activity at []. There have been discussions in the past in which it was proposed that the Printing and Reproduction Division assume the responsibility for the operation of this activity. OOD is desirous of awaiting the full development of the procedure, equipment, and personnel requirements. This is a problem for the future which should be discussed with the Assistant Director for Collection and Dissemination at an appropriate time.

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j. The entire staff of this Division are extremely competent people. However, I think that [redacted], who has been associated with this Agency and predecessor agencies for more than ten years, is deserving of commendation for outstanding service and loyalty. During the calendar year 1953, approximately forty written commendations were received for the work of this Division, and innumerable verbal commendations have also been received. The activity is well staffed, equipped and competent to perform its responsibilities. I would also like to commend

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[redacted] for outstanding performance of their responsibilities. I am sure that you will find that this Division will be a great credit to the Logistics Office while at the same time not being in any measure a burden.

k. Mail Control Section

a. Attached as Appendix I is a listing of the table of organization, incumbent personnel and personnel in process for this activity. The personnel ceiling is [redacted] and there were [redacted] employees on duty and 19 in process as of 8 February 1954.

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b. Attached are the budgets for the Fiscal Years 1954-1955 for this activity (Appendix J). The allotment account for this activity is No. 4-6607-27. The following shows the funds allotted, obligated and unobligated as of 28 January 1954 for Fiscal Year 1954:

<u>Object Class</u>	<u>Allotment (FY 54)</u>	<u>Allotment (thru 3rd Qtr.)</u>	<u>Obligations (as of 1-28-54)</u>	<u>Unobligated Balance (as of 1-28-54)</u>
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2000 3rd Qtr.

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c. The principal problem in this activity has been one of turnover of personnel. This turnover however has been looked upon from the standpoint of security as a healthy and desirable factor. This Office has an agreement with the Office of Personnel that any courier who wishes a transfer to another

field of work in the Agency will be granted permission to seek an assignment to his liking and that his release from the Mail Control Section will be subject only to a replacement entering on duty. The order in which the couriers are released is left to the discretion of the Personnel Office, depending upon the order in which they are able to place them.

d. The mail schedules of this activity and the service performed have been checked and rechecked and at the present time this activity is performing its functions in a very efficient manner. It has been many months since I have received any kind of complaint or have had any problem of any consequence with this activity.

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e. [redacted] are to be highly commended for the manner in which they have performed their responsibilities. These employees are extremely competent and have had a number of years of experience in supervising this activity in this Agency.

The above information is to give you a general outline of the information which you require in order to effectively supervise these activities and to furnish to you the administrative information required in this connection. There are many minor details omitted which are known to the supervisory personnel of each of these activities. I hope you will find that the above information is helpful in effecting the orderly transfer of these functions. I will be available for discussion on any of these matters at your convenience.

F SIGNED

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[redacted]
Chief, General Services Office

Attachments:

- Appendix A - T/O of Space, Maintenance & Facilities Division
- Appendix B - F.Y. 54-55 Budget - Space, Maint. & Facilities Division
- Appendix C - List of Buildings Assigned to CIA
- Appendix D - Staff Study re: Space dated 2 June 1953
- Appendix E - Organization Chart - Space, Maint. & Fac. Division
- Appendix F - T/O of Printing and Reproduction Division
- Appendix G - Organization Chart - Printing and Reproduction Division
- Appendix H - F.Y. 54-55 Budget - Printing and Reproduction Division
- Appendix I - T/O of Mail Control Section
- Appendix J - F.Y. 54-55 Budget - Mail Control Section